



**Early Years Educator**

Up to 35 hours / week, 52 weeks / year

Salary dependant on qualifications



WHERE CHILDREN REACH THE STARS

## Purpose of the role

To work as part of a team and contribute to the smooth running of Casterton Nursery, and to provide a high standard of Early Years education and care for all.

## Accountable to

Nursery Manager and Deputy Manager

## Main Duties & Responsibilities

To contribute to and plan for the children's needs and play activities.

To contribute to the setting out, storage and maintenance of all resources, furniture and equipment, both indoors and outdoors.

To act as a key-person to a group of children and take responsibility for observing, monitoring, assessing and recording children's development.

To encourage and promote outdoor learning, following the ethos of the nursery. Going outside in ALL weathers.

To participate in termly parents' evening, reviewing children's progress.

To participate in training events and attend monthly team meetings.

To assist in the preparation of children's refreshments throughout the nursery day.

To adhere to the settings confidentiality policy and all other policies and procedures.

To contribute to the continual evaluation and development of the Nursery.

To carry out any other reasonable responsibilities and duties as required by Management or Principal.

To support **all** staff and parents with issues that may arise.

To be respectful towards other staff members and show professionalism at all times.

## How to apply

Only applications received on the application form will be considered, along with a letter of application no longer than 2 sides of A4 and emailed to [wardj@castertoncollege.com](mailto:wardj@castertoncollege.com)



# Person Specification

| Attributes                       | Criteria                                                                                                 | How Identified | Rank      |
|----------------------------------|----------------------------------------------------------------------------------------------------------|----------------|-----------|
| Education and Training           | 1. Minimum of a relevant and recognised Level 3 qualification                                            | A              | Essential |
|                                  | 2. Evidence of ongoing professional development and training                                             | A & I          | Desirable |
|                                  | 3. The desire to continue with professional development and training                                     | A & I          | Desirable |
| Relevant Experience              | 6. Experience working with children aged 0-5                                                             | A & I          | Essential |
|                                  | 7. Experience of working in an Early Years setting                                                       | A & I          | Desirable |
|                                  | 8. Experience of implementing the EYFS, planning and assessment                                          | A & I          | Essential |
|                                  | 9. Experience of being a keyperson                                                                       | A & I          | Desirable |
|                                  | 10. Experience of working in partnership with parents                                                    | A & I          | Desirable |
| General and Specialist Knowledge | 11. Knowledge of legislation relevant to Early Years such as EYFS, SEN, Safeguarding, Childcare Act 2006 | A & I          | Essential |
|                                  | 12. Knowledge of child development                                                                       | A & I          | Essential |
|                                  | 13. The ability to work with parents/carers encouraging partnership working                              | A & I          | Essential |
| Skills and Abilities             | 14. Ability to communicate well with children and adults                                                 | A & I          | Essential |
|                                  | 15. Ability to work well as part of a team                                                               | A & I          | Essential |
|                                  | 16. Ability to write legibly                                                                             | A              | Desirable |
|                                  | 17. Good presentation skills                                                                             | A              | Desirable |
|                                  | 18. Possess a level of general computer literacy with a range of IT skills.                              | A & I          | Desirable |
|                                  | 19. Good organisational skills                                                                           | A & I          | Desirable |
|                                  | 20. Ability to demonstrate creative abilities                                                            | A & I          | Desirable |
| Any Additional Factors           | 21. Understanding of Equal Opportunities                                                                 | A & I          | Essential |
|                                  | 22. Awareness of Health & Safety and practical Hygiene issues                                            | A & I          | Essential |
|                                  | 23. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary | A & I          | Essential |

Key:  
A = Application  
I = Interview

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances of the setting. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the Nursery and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community. Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service. Casterton Nursery is an equal opportunities employer



WHERE CHILDREN REACH THE STARS

Ryhall Road | Great Casterton | Stamford | PE9 4AT | 01780 754 780 |